



APC Certification of LAPC Quarterly Review Dates for FY16

The [LAPC Quarterly Review Checklist](#) and the [APC Certification of LAPC Quarterly Review](#) are completed quarterly, according to the following timeline:

Quarter Reviewed	For the Months of	Date to the CCSC
Q4 FY16	July – September	December 9, 2016
Q1 FY17	October – December	March 9, 2017
Q2 FY17	January – March	June 9, 2017
Q3 FY17	April – June	September 11, 2017
Q4 FY17	July – September	December 11, 2017

The review should include approximately 25% of the LAPCs' Cardholders each quarter and as a result, the review should cover 100% of the LAPC's Cardholders by the end of the year. This review does not mean you must look at physical documentation from every cardholder within that 25% of cardholders you review each quarter. If the reviews are performed throughout the quarter, the number of reviews stipulated should be manageable for all LAPCs. There should be at least some physical review of documentation done of the reviewed cardholders each quarter in the form of scanned, faxed, or original receipts, purchase orders, or other like documentation.